

## CULTURAL SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Develops, organizes, and implements fine arts and cultural programs, activities, workshops and events. Assists patrons with event scheduling and facilities rentals. Selects and recruits instructors, artists and performers.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class in the Cultural Specialist series. This class is distinguished from the other classes within the series by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level supervisory or management staff.

May exercise functional or technical supervision over hourly staff or volunteers.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Develops, recruits, organizes, coordinates and implements various cultural arts programs and special events, including preparing and processing necessary paperwork; oversees hourly and volunteer staff assigned to a program or event.
2. Obtains logistical and fiscal approval for upcoming programs and events from the appropriate parties.
3. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

**CITY OF LAS VEGAS**  
**Cultural Specialist (*continued*)**

**Essential Functions:**

4. Sells tickets, registers patrons for classes and coordinates facility rentals; takes tickets, distributes programs, ushers patrons to assigned seats; records attendance at cultural programs and events.
5. Performs basic accounting duties, including preparing receipts and logs for fees collected, reconciling box office revenue at the end of each day and maintaining records of all expenditures.
6. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
7. Organizes committee meetings; works as a committee member to evaluate artist applicants and select artists for upcoming programs and events.
8. Monitors the progress of artists' work and updates the appropriate city staff involved in the project and the public on the status of the work.
9. Enforces rules governing facilities and equipment during events or rehearsals.
10. Opens and closes facilities in accordance with procedure; sets up facilities for daily activities and special events; may plan gallery lay out, install and de-install gallery layout. Performs janitorial services as needed in facilities.
11. Maintains a variety of automated and manual logs, records and files; receives, sorts, stamps and distributes incoming and outgoing correspondence and other related materials; performs a variety of record keeping, filing, indexing and other general clerical work.
12. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Estimates time, materials, and equipment required to complete assigned jobs and requisitions materials as needed.
13. Prepares a variety of reports.

**Marginal Functions:**

1. May assist in preparing, editing, finalizing and distributing or displaying publicity materials for distribution to the public.
2. Performs related duties and responsibilities as required.

**CITY OF LAS VEGAS**  
**Cultural Specialist (*continued*)**

**QUALIFICATIONS**

**Knowledge of:**

Performing and visual arts.  
Modern office procedures, methods and computer equipment.  
English usage, spelling, grammar and punctuation.  
Various performing and visual arts techniques and disciplines.  
Principles and procedures of record keeping, including financial records and report filing.  
Basic computer programs.

**Skills in:**

Maintaining flexible work schedule as needed.  
Following proper cash handling procedures.  
Keeping simple records.  
Organizing and installing art shows.  
Operating a typewriter and word processor.  
Working independently in the absence of supervision.  
Understanding and following oral and written instructions.  
Establishing and maintaining effective working relationships with those contacted in the course of work.  
Communicating clearly and concisely, both orally and in writing.  
Planning, organizing and monitoring cultural and visual performing arts programs.  
Supervising and evaluating programs and hourly and volunteer staff.  
Maintaining accurate records.  
Identifying cultural needs of the community.

**Experience and Training Requirements**

**Experience:**

One year of increasingly responsible experience working with cultural activity programs.

**Training:**

Associate's degree from an accredited college in arts or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

**License or Certificate**

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

**CITY OF LAS VEGAS**  
**Cultural Specialist (*continued*)**

**WORKING CONDITIONS**

*Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.*

**Environmental Conditions:**

*Location:* Office environment and outdoor environment; travel from site to site.

*Hazards:* Exposure to computer screens; exposure to potentially hostile individuals; may be exposed to dust and fumes.

*Equipment Used:* Computer, general office equipment, audio-visual equipment.

*Safety Equipment:* Not required.

**Physical Conditions:**

Essential and marginal functions require:

*Standing/walking:* Frequently, in combination with walking, for short distances in office areas, and walking outdoors during special events, up to 1-3 miles. Can be on uneven terrain, slopes, etc.

*Sitting:* Frequently, on adjustable office chair at counter or desk.

*Lift/carry:* Frequently, 1-20 lbs., files, paperwork, money, office supplies. Infrequently, up to 50 lbs., boxes of paper, records, tables, chairs, equipment.

*Push/pull:* Frequently, using both arms and hands, requiring force of 5-10 lbs.; opening doors and file drawers, filing documents. Occasionally, pushing carts using both hands and arms exerting up to 35 lbs. of force.

*Climbing:* Occasionally; stairs, ladders, on and off platforms.

*Bending/twisting:* Frequently, at waist, knees and neck while working at events, setting up and taking down. Extended bending can occur during special events.

*Kneeling/crouching/crawling:* Not usually required. Kneeling may occur infrequently while moving materials, working with children.

*Hands/arms:* Constant use of both hands and arms in reaching, handling, grasping and fingering while operating phone, computer keyboard, filing and use of small hand tools.

**CITY OF LAS VEGAS**  
**Cultural Specialist (*continued*)**

**Physical Conditions:**

Essential and marginal functions require:

*Sight:* Constantly, in monitoring and operating computer, dealing with public, etc.; visual requirements include hand/eye coordination and visual acuity in near- and mid-ranges.

*Speech/hearing:* Constantly, in answering telephones, communicating with public, giving and receiving instructions.

*Other physical demands:* Fast-paced administrative operation.

*Maintaining effective audio-visual discrimination and perception needed for:* Making observations. Communicating with others. Reading and writing. Operating assigned equipment.

*Maintaining mental capacity which allows the capability of:* Making sound decisions. Effective interaction and communication with others. Demonstrating intellectual capabilities.

SEGAL

REV 3/28/11, [formerly Cultural Leader I/II (X)]

FLSA & City: nonexempt

CSB 4/13/11